

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Committee Chair's Name

Department/University Name

University Address

City, State, Zip Code

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to formally request an extension for the submission of my thesis, titled "[Thesis Title]," originally due on [Original Due Date]. Unfortunately, I have encountered significant issues during the data collection phase that have hindered my progress.

Despite my efforts to adhere to the timeline, [brief explanation of the specific data collection issues]. As a result, I am unable to meet the original deadline without compromising the quality of my work.

In light of these circumstances, I kindly request an extension of [Number of Weeks/Months] to adequately complete the data collection and analysis. I believe this additional time will allow me to produce a thesis that meets the high standards of our department.

Thank you very much for considering my request. I am happy to discuss this matter further and provide any additional information needed.

Sincerely,

Your Name

Your Student ID

Program Name